

2011 Governor's Redistricting Advisory Committee

Guidelines for Congressional and Legislative Redistricting Third Party Plan Proposals

The Governor's Redistricting Advisory Committee has established these guidelines to assist the general public and other interested groups in the preparation and submission of Congressional and State Legislative redistricting plan proposals for review by the Committee. The procedures are based on the publicly accessible data and map products for redistricting available through the Maryland Department of Planning. The guidelines are intended to promote uniform submission of Third Party Plans to enhance public participation and facilitate the timely review of third party plans by the Governor's Redistricting Advisory Committee.

The Maryland Department of Planning (MDP) acts as the official repository for Congressional and Legislative Redistricting Third Party Plans submitted by individuals or groups. These procedures are provided for both paper and electronic submissions. Persons wishing to submit Third Party Plan proposals in other formats should contact Linda Janey, Assistant Secretary of the Maryland Department of Planning, at 410-767-4490 or by e-mail at Redistricting2011@mdp.state.md.us prior to submitting the proposal. Third Party Plan proposals submitted in other formats may not allow for full consideration by the Committee.

Paper or electronic submissions should be sent to:

Governor's Redistricting Advisory Committee
Third Party Plan Submission
C/o MD Department of Planning
Attention Linda C. Janey, Assistant Secretary
301 West Preston Street, Room 1101
Baltimore, Maryland 21201
Email: Redistricting2011@mdp.state.md.us

General Guidelines for Third Party Plan Submissions:

1. Third Party Plan proposals must be based on the **official** Census 2010 precinct population counts for Maryland adjusted according to the Maryland State Law "No Representation Without Population Act" of 2010. This data has been certified by the Maryland Departments of Planning, Public Safety and Correctional Services and Legislative Services. The "Maryland Precinct Population Data for Redistricting, 2010" publication is available electronically at <http://planning.maryland.gov/redistricting/2010/precinct.shtml>. For each of the submission components we have indicated the preferred format, as well as optional formats the component may be provided in. It is our desire to have all plans submitted in an electronic format. However, **those who do not have the capability to submit a plan electronically should contact the Maryland Department of Planning and provide the plan as a hardcopy.**
2. Third Party Plan proposals must include a summary of the total 2010 adjusted census population count for Redistricting for each proposed district(s). The submission of the county voting district or block assignment files is the preferred method of submission.
 - Preferred format: Excel or .DBF format
 - Optional Format(s): ASCII (comma delimited)

3. Third Party Plan proposals may include maps outlining the proposed Congressional and State Legislative districts. The Maryland Department of Planning recommends that the U.S. Census Bureau Voting District (Tiger Outline) maps or the Maryland Department of Planning's county Voting District, or VTD, (precinct) maps be used as the base maps in outlining districts. (These maps are available from the Maryland Department of Planning in GIS Shape file format or as Adobe Acrobat.PDF files (electronic files). NOTE: Third Party Plan proposals submitted on other maps may not be of sufficient geographic detail to be reviewed accurately by the Governor's Redistricting Advisory Committee. The use of maps is encouraged and is viewed by the Governor's Redistricting Advisory Committee as supplemental information to the Third Party Plan.
 - Preferred format: Shapefile and PDF
 - Optional Format(s): PDF only
4. Third Party Plan proposals may include a verbal description of the proposed districts and any rationale or set of reasons for the proposed district lines.
 - Preferred format: PDF
 - Optional Format(s): Microsoft Word, ASCII text file
5. A map of a Third Party Plan must identify the individual or organization responsible for preparing and submitting the proposed plan.
 - Preferred format: PDF
 - Optional Format(s): Microsoft Word, ASCII text file
6. An individual or organization may submit more than one Third Party Plan proposal. All materials related to a specific plan proposal must be clearly labeled and include the name of the person or organization submitting the plan(s). Congressional Third Party Plan proposals should be clearly marked and distinguishable from State Legislative Third Party Plan proposals.

Procedures for the Submission of Third Party Plan Proposals:

1. Congressional and Legislative Third Party Plan proposals should be submitted **on or before Monday, September 19, 2011 (Congressional) and on or before Monday, October 31, 2011 (Legislative)**. Plan proposals submitted after these deadlines may not be reviewed by the Governor's Redistricting Advisory Committee.

Submission Steps:

- First, send by email a notice of intent to submit a plan to Redistricting2011@mdp.state.md.us or call 410-767-4490.
- Once the notice of intent is received, MDP will provide an acknowledgment email and instructions on how to submit the plans in a secure format.

- After the Third Party Plan proposal has been submitted, MDP will respond within 5 business days if all necessary materials were not received.

Third Party Plan proposals can be submitted based on:

- The assignment of Maryland precincts also known as VTDs; or
- The assignment of individual 2010 Census blocks to proposed districts.
- Each must be assigned in their entirety to the proposed district. Proposed district plans based on the assignment of entire precincts to districts must include a “VTD Assignment File.” If a third party plan requires that one or more precincts are split and assigned to different proposed districts, a “Block Assignment File” must be used to prepare the third party plan.

a. VTD Assignment Files– Figure 1, below, shows the VTD Assignment File used to prepare a VTD (precinct) level Third Party Plan submission. The file is available from the Maryland Department of Planning as an Excel spreadsheet or in dBase (.dbf) format. At minimum, the following two (2) fields must appear in the file:

Column 1 represents the unique Maryland VTD code, County code and Precinct code (VTD);
Column 2 represents the district to which the VTD is assigned in the Third Party Plan (District).

VTD	District
2403902-001	38A
2403905-001	38A
2403903-001	38A
2403913-003	38A
2403913-002	38A
2403913-001	38A

Figure 1 VTD (Voting District) Assignment File

b. Block Assignment Files– Figure 2, below, shows the Block Assignment File to be used to prepare a Block level Third Party Plan submission. The file is available from the Maryland Department of Planning as an Excel spreadsheet or in dBase (.dbf) format. At minimum, the following two (2) fields must appear in the file:

Column 1 represents the unique statewide code for the block (Block);

Column 2 represents the district to which the block is assigned in the Third Party Plan (District).

Block	District
245101505001000	44
245101505001001	44
245101505001002	44
245101505001003	44
245101505001004	44
245101505001005	44
245101505001006	44

Figure 2 Block Assignment File

A third party “Block Assignment File” plan proposal must be submitted as an electronic file.

All requests for assignment files should be made to:

Governor’s Redistricting Advisory Committee
Assignment Files Request for Third Party Plans Submission
c/o MD Department of Planning
Attention: Linda C. Janey, Assistant Secretary
301 West Preston Street, Room 1101
Baltimore, Maryland 21201
Email: Redistricting2011@mdp.state.md.us

2. Within five working days after receiving the Third Party Plan proposal, the Maryland Department of Planning will send the submitting party an itemized checklist if the plan has not met the requirements noted above. If a Third Party Plan does not meet the requirements, the Governor’s Redistricting Advisory Committee may not be able to review it. If the deadline for plan proposal submission has not passed, the submitting party may wish to resubmit the proposal with the additional information required to meet the requirements.
3. The Governor’s Redistricting Advisory Committee or staff is under no obligation to comment on Third Party Plan proposals that they receive or to make use of such plan proposals in making its recommendations to the Governor.
4. Any Third Party Plan proposals received become part of the public record. **Third Party Plan proposals may be viewed online at <http://planning.maryland.gov/Redistricting/>**
5. **They are also available for public inspection at the following location:**

Maryland Department of Planning
301 West Preston Street, Room 1101
Baltimore, MD 21201
(410) 767-4490
Website: www.planning.maryland.gov/Redistricting